



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-284

NSTCINST 12451.1A
N004
27 Feb 09

NSTC INSTRUCTION 12451.1A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND CIVILIAN OF THE QUARTER/
CIVILIAN OF THE YEAR PROGRAM

Encl: (1) Sample Nomination format for the NSTC COQ/COY

1. Purpose. To establish an award system recognizing top performing Naval Service Training Command (NSTC) civilian staff members, and to set forth a process and criteria for nominating and selecting the NSTC Civilian of the Quarter (COQ)/Civilian of the Year (COY) within NSTC.

2. Cancellation. CNSTCINST 12451.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy. The COQ/COY awards provide a special means of recognizing significant accomplishments and outstanding achievement of our civilian personnel. Such awards can only be successful when supervisory personnel, at all levels, know their work force and bring an individual's outstanding efforts to the attention of the chain of command.

4. Eligibility. All DoD civilian personnel assigned to NSTC.

a. COQ. Nominee must be an employee of NSTC for the entire quarter considered. Nominations shall represent both Supervisory and Non-Supervisory positions. Recipients of this award cannot be nominated again during the same calendar year.

b. COY. Personnel who have been selected as COQ during the year will be automatically considered for COY. Other outstanding personnel who have been previously nominated for COQ may be submitted for consideration. To be eligible for COY, nominee must be an employee of NSTC for an entire twelve month period.

5. Criteria for Consideration. Personnel nominated for COQ/COY awards will be individuals whose service to the command and the

Navy is such that it distinguishes their achievements, making them stand out from their peers as an outstanding example. Nominations will be forwarded using the format set forth in enclosure (1). Personal data concerning the nominee will include information indicated in enclosure (1). Supporting data should be factual and specific, rather than opinions or unsupported general conclusions. The following are specific areas of accomplishment which will be considered in the nominations. All areas will be presented in every case; however, an individual does not need to excel in each and every area in order to be nominated and/or considered.

a. **Accomplishments** (State why employee is being nominated this quarter/year. What specific accomplishments were completed during this award quarter/year.)

b. **Job Performance** (How the employee consistently performs beyond the standards of the position).

c. **Professionalism** (How well they know the job; professional appearance, both in personal grooming habits and manners/courtesies; a fine example for all members to emulate).

d. **Service to Customers** (How the employee greets and serves customers and individuals).

e. **Quality of Working Relationships** (How the employee makes positive contributions to the morale of co-workers).

f. **Contributions to the Command Mission and working Environment** (How the employee's actions and participation effect the command).

g. **Efforts Toward Self-Improvement** (Voluntary course attendance which is job related).

h. **Other Noteworthy Areas** (e.g., community service, safety, self development, beneficial suggestions, etc.).

6. Nomination Procedures

a. **COQ**. Nominations for COQ must be in writing using enclosure (1) as a template and must be received by the Director for Administration no later than the 10th of the first month

following each calendar quarter (January, April, July, and October). Only one nomination package will be accepted each quarter from each department or special assistant. The written nomination requires remarks on accomplishments covering the quarter nominated.

b. COY. Nominations for the COY must be in writing using enclosure (1) as a template and must be received by the Director for Administration no later than 15 January for the preceding year. The written nomination will include remarks covering the entire year. An updated nomination package is required for previous Quarter selectees.

c. Incomplete packages will be returned to the appropriate Department Head or Special Assistant.

7. Selection Board. A Selection Board will review the nominations and make recommendations to Commander, NSTC for final approval.

a. Membership. In order to provide a consistent (objective or unbiased) review, the COQ/COY Boards will be composed of the Chief of Staff and Special Assistants. The board will convene not later than the 20th day of the month following the close of each award period (i.e., the 20th day of each new quarter).

b. Voting Members. Voting members will be comprised of Department representatives (one per department). The Chief of Staff will not vote unless there is a tie.

8. Awards Presentation and Ceremony. This establishes a uniform award for the NSTC COQ/COY Program.

a. The NSTC Civilian of the Quarter Supervisory/Non-Supervisory will receive:

(1) A recognition ceremony;

(2) A Supervisory/Non-Supervisory Civilian of the Quarter Certificate;

(3) An article, announcement, or picture published in the Great Lakes Bulletin;

- (4) An eight hour time off award;
 - (5) A NSTC Command Coin; and
 - (6) A photo displayed in NSTC passageway.
- b. The NSTC Civilian of the Year will receive:
- (1) A recognition ceremony;
 - (2) A Civilian Meritorious Service Award;
 - (3) An article, announcement, or picture published in the Great Lakes Bulletin;
 - (4) A 16 hour time off award;
 - (5) A NSTC Command Coin; and
 - (6) A photo displayed in NSTC passageway.
9. Action
- a. Commander, NSTC shall:
- (1) Establish a selection board for the NSTC COQ/COY to convene as required by the Chairperson. The NSTC Chief of Staff will serve as Chairperson on the selection boards. Any Board members or participants who are also nominees shall be recused and shall not in any way participate in the Board's selection process. Each board will be comprised of the following persons:
- (a) NSTC Chief of Staff
 - (b) NSTC Command Master Chief
 - (c) Four rotating Department Heads/Directors
- b. Chief of Staff shall provide guidance and advise to COQ/COY Selection Board members. After completion of Selection Board, the Chief of Staff shall recommend selectee candidate(s) to Commander, NSTC for final decision.

- c. NSTC Director of Administration will:

- (1) Review nomination packages for completeness.
- (2) Process nominations and provide them at the COQ/COY board when convened.
- (3) Schedule and coordinate the NSTC COQ/COY Award presentations.
- (4) Forward authorization of time off awards to NSTC N1 and N8 accordingly.
- (5) Prepare and finalize COQ Certificate/Civilian Meritorious Service Awards as appropriate.
- (6) Post the NSTC COQ/COY photographs in the NSTC passageway.

d. NSTC Department Heads and Special Assistants will:

- (1) Give full support to the program by disseminating the information and by submitting nominations per this instruction.
- (2) Ensure awardees present themselves for photograph within one week of announcement. COQ/COY photographs will be displayed on the NSTC picture board.
- (3) Participate in the NSTC COQ/COY Selection Board, on a rotational basis.

e. NSTC Public Affairs Officer. Provide media coverage on the NSTC COQ/COY to the Great Lakes Bulletin. Take an official photo of the NSTC COQ/COY.

f. Awards Board. Meet as scheduled herein and recommend candidate(s) for final approval to the Commander, NSTC via the Chief of Staff.


C. S. SHARPE

Distribution: (NSTCINST 5216.1B)
List 4

NSTCINST 12451.1A
27 Feb 09

NOMINATION FORMAT

Date:

From: (Department Head/Special Assistant)
To: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND CIVILIAN OF THE QUARTER/
CIVILIAN OF THE YEAR PROGRAM NOMINATION

Ref: (a) NSTCINST 12451.1A

1. Per reference (a), _____ is nominated for Naval Service Training Command Civilian of the Quarter/Year. (Supervisory or Non-Supervisory, circle one).

2. The following information is provided:

- a. Full Name:
 - b. Position Title and Grade:
 - c. Length of Service:
 - d. Accomplishment:
 - e. Job Performance:
 - f. Professionalism:
 - g. Service to Customers:
 - h. Quality of Working Relationships:
 - i. Contributions to the command mission and working environment:
 - j. Efforts toward Self-Improvement:
 - k. Other Noteworthy areas:
3. Supervisor's comments:

SIGNATURE BLOCK

Enclosure (1)